



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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February 4, 2004



In Reply Refer To:
9210 (CA-943) P

EMS TRANSMISSION: 2/4/04
Instruction Memorandum **No. CA-2004-017**
Expires: 09/30/05

To: CDD District Manager, and All Field Managers
(Attention - District/Regional and Field Office FMO's)

From: State Director

Subject: 2004 Annual California Fire Preparedness Reviews

DD: 02/23/04

DD: 04/23/04

As the 2004 Fire Season approaches, it is once again time to plan for the annual Fire Preparedness Reviews. A comprehensive fire program preparedness review is essential in assessing the operational preparedness of your District/Field Office's fire suppression forces for the upcoming fire season. Implementation of this annual review also fulfills the Director's requirement that is identified in the *Standards for Fire and Aviation Operations*, BLM Handbook 9213-1.

The 2004 Fire Preparedness Review will be conducted by the BLM National Office of Fire and Aviation and structured somewhat differently this year. There will be an early review conducted March 8 -12, 2004 for the following non-suppression Field Offices within CDF DPA:

- Arcata Field Office
- Ukiah Field Office
- Hollister Field Office
- Folsom Field Offices

The attached schedule lists the review dates and identifies the review checklists to be utilized during these reviews. The Preparedness Review Checklists can be found on the BLM National Office Fire and Aviation website at www.fire.blm.gov/Standards/prepcont.htm.

A later review will be conducted during the period May 23 thru June 19, 2004, and encompass the remainder of the State. The schedule for this period and the applicable review checklists will be finalized and sent at a later date.

This effort is being coordinated through the California State Office, Branch of Fire and Aviation. The National Teams conducting this year's preparedness review will be made up of State, District/Regional and Field Office personnel from throughout the BLM. These teams will be accompanied by CSO Fire Staff and other District/Regional and Field Office personnel from within California. It is expected to be a highly interactive fire station preparedness review with full participation of Bureau fire personnel. The teams will also be conducting technical reviews of California BLM helicopter operations, hot shot crews and interagency communication centers.

To facilitate the effectiveness of the review process, participation in each field office by a District/Field Office Line Officer (or designee) and the District/Regional/Field Office Fire Management Officer, will be required. Please notify Doug Waggoner, CSO Branch of Fire and Aviation Management with the names of those participating from your district/field office by **February 23, 2004** for the March reviews, and no later than **April 23, 2004** for the May and June reviews.

The 2004 Fire Preparedness Review will focus on the following fire program areas:

- | | |
|---|-----------------------|
| * Fire Staffing Levels and Standards | * Firefighter Safety |
| * Individual Firefighter Evaluations | * Fire Training |
| * Preparedness | * Fire Equipment |
| * Physical Training/Fitness | * Fire Facilities |
| * Firefighter Skill/Knowledge Evaluations | * Fire Drills |
| * Firefighter Annual Currency Training | * Fire Qualifications |
| * Fire crew Personnel Composition and Diversity | * IQCS Completion |
| * Fire Program Management | |
| * Wildland Fire Situation Analysis (WFSa) | |

A records/document package needs to be developed at each station for each module, to include the following six items:

- | | |
|----------------------------|-------------------------------|
| - Record of last Pack Test | - Current Staffing Plan |
| - Ethics and Conduct | - Individual Training Records |
| - Currency Training | - Physical Fitness Program |

This package of information needs to be readily available for the review teams. Complete and accurate physical fitness records must be present at the stations as well. They will be reviewed for completeness, accuracy and currency. The National Review Team Leader may require additional information as well. The information needed will be requested prior to the review.

California Fire Management Officers have been contacted, prior to this memorandum, concerning their responsibilities and involvement in the 2004 Fire Preparedness Review. I anticipate your cooperation in ensuring that these critical fire preparedness review requirements will be accommodated by you and your staff. Your support and participation in your unit's fire preparedness review will serve to further our mutual goal of line officer involvement in the Bureau's fire program. It is essential that all District/Regional/Field Office fire resources (personnel and equipment), identified for review are at their assigned duty stations on the date scheduled for their inspection.

It is expected that all reviews will be completed by California Field Offices no later than June 25, 2004. If you require any further information concerning the 2004 Statewide Fire Preparedness Review, please contact Doug Waggoner, California State Office, Branch of Fire and Aviation Management, at (916) 978-4437.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

1 Attachment:

2004 Early Preparedness Review Schedule with Review Checklists (1 pp)

Distribution

Larry Hamilton, FA-100
Tom Boatner, FA-300

2004 Early Preparedness Review Schedule	
March 07 Sunday	<p>Fly to Arcata United Flight #6386/6185 will arrive at 1735 hours. All units in Arcata for the night.</p>
March 08 Monday	<p>0830 – In-brief Arcata Staff. Arcata review. Review to cover information found in Checklist #: 01 – Agency Administrator 02 – Fire Management Administration 04 – Aviation Management 05 – Wildland Fire Situation Analysis 06 – Safety Officer 07 – Mitigation / Prevention & Education 1600 – Out brief Arcata Staff. Drive to Ukiah (3 hours). All units in Ukiah for the night.</p>
March 09 Tuesday	<p>0830- In-brief Ukiah Staff. Review to cover information found in Checklist #: 01 – Agency Administrator 02 – Fire Management Administration 04 – Aviation Management 05 – Wildland Fire Situation Analysis 06 – Safety Officer 07 – Mitigation / Prevention & Education 1600- Out brief Ukiah staff. Drive to Hollister (4 hours). All units in Hollister for the night.</p>
March 10 Wednesday	<p>0830- In-brief Hollister Staff. Review to cover information found in Checklist #: 01 – Agency Administrator 02 – Fire Management Administration 04 – Aviation Management 05 – Wildland Fire Situation Analysis 06 – Safety Officer 07 – Mitigation / Prevention & Education 1600 - Out brief Hollister staff. Drive to Sacramento (3 hours). All units in Sacramento for the night.</p>
March 11 Thursday	<p>0900- In-brief Folsom Staff. Review to cover information found in Checklist #: 01 – Agency Administrator 02 – Fire Management Administration 04 – Aviation Management 05 – Wildland Fire Situation Analysis 06 – Safety Officer 07 – Mitigation / Prevention & Education 1600- Out Brief Folsom Staff. All units in Sacramento for the night.</p>
March 12 Friday	<p>1300- Out-brief with CASO. All units return to Boise.</p>